

**Department of  
Veterans Affairs**

# Memorandum

Date: August 6, 2004

From: Acting Assistant Secretary for Human Resources and Administration (006)

Subj: Designation – Acting Assistant Secretary for the Office of Human Resources and Administration

To:

006 Deputy Assistant Secretaries, Director for Administration (03), and Associate Deputy Assistant Secretary for Labor Management Relations (LMR)

1. Effective immediately and until further notice, I have been appointed to serve as the Acting Assistant Secretary for the Office of Human Resources and Administration. This assignment is in conjunction with my current responsibilities as General Counsel for the Department. In addition, the Secretary has designated Mr. William H. Campbell to serve as the Principal Deputy Assistant Secretary for the Office of Human Resources and Administration.

2. All correspondence for the signature or concurrence of the Acting Assistant Secretary for Human Resources and Administration will prepared as follows:

Signature Block: Tim S. McClain  
Acting Assistant Secretary  
Office of Human Resources and Administration

Letterhead: Assistant Secretary for Human Resources  
and Administration

Signature Block  
on Letterhead: Tim S. McClain  
Acting

Memoranda : "From" line will read:  
Acting Assistant Secretary for Human Resources  
and Administration (006)

3. If you have any questions, please contact my Acting Executive Assistant, Mr. Willie Hensley at 273-4901.

  
Tim S. McClain